

55 OCT 1969

FILE *Travel*

MEMORANDUM FOR: [REDACTED]

25X1

SUBJECT : Composition of The CIA Travel Policy Committee

REFERENCE : a) [REDACTED] dtd 17 Apr 69, Subj: "Establishment of a CIA Travel Policy Committee"

b) [REDACTED] dtd 27 Aug 69, Subj: "The CIA Travel Policy Committee"

1. Paragraph 4 of Reference (b) which rescinded and replaced Reference (a) states that the Deputy Director for Support will designate a Chairman and that five Committee members representing the four Directorates and OGC will be designated by those offices.

2. Please be advised that I wish you to continue as the Committee Chairman. The following named officers have been designated as Committee members:

Clandestine Service
Directorate of Intelligence
Directorate of Science
and Technology
Office of General Counsel
Support Directorate

for
R. L. Bannerman
Deputy Director
for Support

D/SSA-DD/S [REDACTED] kmg (22 Oct 69)

Distribution:

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Coffey		
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
Recommend your signature on the attached memorandum for DD/S.			
<div>(I confirmed with [redacted] as [redacted] Rep.)</div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
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This Notice Expires 1 May 1970

TRAVEL

17 April 1969

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ESTABLISHMENT OF A CIA TRAVEL POLICY COMMITTEE

1. GENERAL

Effective with the publication of this notice, there is established a CIA Travel Policy Committee to advise and assist the Deputy Director for Support in connection with the timely review and adoption of Agency travel policies, the coordination and promulgation of travel regulations, and the review and adjudication of disputed travel claims.

2. RESPONSIBILITIES

The Committee will be responsible for:

- a. Evaluating recommended changes of Agency travel policies, regulations and practices from the standpoint of legality, equity, economy, administrative feasibility and consistency of application.
- b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations thereof. When an inconsistency is determined to exist, it will be referred to the appropriate action office for development of a proposed change in policy, regulation or procedure.
- c. Analyzing Agency travel policies with a view to improving efficiency, reducing costs, and ensuring equity and consistency in the application of travel policies and regulations.
- d. Reviewing disputed or appealed travel claims and making recommendations to the Deputy Director for Support respecting the validity and equitable settlement of such claims.
- e. Ensuring that the Deputy Director for Support and other senior officials as appropriate are provided with timely authoritative advice respecting travel policies, problems, and practices.

3. AUTHORITIES

Each member of the Committee will be delegated authority by the appropriate Deputy Director to represent that Directorate in connection with the formulation of travel policy, and will be authorized to coordinate for and on behalf of his respective Directorate on all regulatory issuances pertaining to travel.

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Excluded from automatic
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17 April 1969

4. COMPOSITION OF COMMITTEE

The Committee will be composed of:

Support Services	Chairman
Clandestine Service	Member
Directorate of Intelligence	Member
Directorate of Science and Technology	Member
Office of General Counsel	Member
Office of Finance	Advisor and Secretary

Representatives of the Offices of Personnel and Security and the Central Cover Staff will be called upon to act as Advisors to the Committee, as required. The Committee will meet as often as necessary at the call of the Chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

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This Notice Expires 1 September 1970

TRAVEL

27 August 1969

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THE CIA TRAVEL POLICY COMMITTEE

Rescission:

1. GENERAL

- a. This notice amends and replaces which announced the establishment of the CIA Travel Policy Committee.
- b. The Travel Policy Committee will advise and assist the Deputy Director for Support in connection with the timely review and adoption of Agency travel policies and the coordination and publication of travel regulations.

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2. RESPONSIBILITIES

The committee will be responsible for:

- a. Evaluating recommended changes of Agency travel policies, regulations and practices from the standpoint of legality, equity, economy, administrative feasibility and consistency of application;
- b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations of law. When an inconsistency is discovered, it will be referred to the appropriate action office for development of a proposed change in policy, regulation or procedure;
- c. Analyzing Agency travel policies with a view to improving efficiency, reducing costs, and ensuring equity and consistency in the application of travel policies and regulations;
- d. Ensuring that the Deputy Director for Support and other senior officials as appropriate are provided with timely authoritative advice about travel policies, problems, and practices.

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3. AUTHORITIES

Each member of the committee will be delegated authority to represent his Directorate or Office in connection with the formulation of travel policy, and will be authorized to coordinate on behalf of his Directorate or Office on all regulatory issuances pertaining to travel.

4. COMPOSITION OF COMMITTEE

The committee will be composed of a chairman designated by the Deputy Director for Support and five members, one from each Directorate and one from the Office of General Counsel. Each member of the committee will have a duly appointed alternate to represent his Directorate or Office in case of his absence. The Director of Finance will designate a secretary and adviser to the committee.

The Office of Personnel, the Office of Security and the Central Cover Staff will provide advisers to the committee as required. The committee will meet as often as necessary at the call of the chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

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